

## **Requirements for Residential Certificate Child Care**

### **General Residential Certificate Standards**

1. If you provide care for 5 to 8\* children in your home for compensation, you may be required to obtain a certificate. If you participate in the federal food program you may need to obtain a Residential Certificate to remain eligible. Please call our office at 1-888-287-3704 if you have questions about obtaining a certificate.  
\*A provider's own children under the age of four are included in this total.
2. The Department application form for initial or renewal of Residential Certificate Child Care should be fully completed.
3. All persons residing in the home 18 years old and over must be screened for criminal convictions and substantiated allegations of child abuse. Each person must complete and sign the BCI/MIS Consent and Release of Liability. Also, each person who has **not** resided in Utah for five consecutive years must submit fingerprints for FBI background screening. A check or money order for \$24.00 per person is to be submitted, along with fingerprint card(s), for processing the FBI background check and is the responsibility of the Certificate holder. Upon renewal, complete the Request for Renewal of BCI/MIS Criminal History Information on previously cleared persons and have each person sign a Disclosure to keep in your files. Approved background clearances will be returned to you for your records. If the screening indicates that the individual may have a felony or misdemeanor conviction, you will be notified by a separate letter of the process to be followed.
4. Submit a non-refundable check or money order in the amount of \$50.00 made out to The Utah Department of Health for your Residential Certificate application fee.
5. Submit documentation of the five hours of required training, and current First Aid and CPR completion. When we have received the training documentation, your application and fees, and criminal background screening information your application will be processed. Upon approval you will be contacted by a licenser to set a date for you on-site inspection.
6. The Department will issue a Residential Certificate upon the recommendation from the licensing specialist after the on-site inspection.

7. The Residential Certificate will be mailed to your home and must be made available to interested parties upon request. The certificate is valid for operating a Residential Certificate child care program at the address listed on the letter. IF YOU MOVE OR STOP PROVIDING CHILD CARE you must notify your child care licensing specialist.
8. The Department must inspect, during normal business hours, each Residential Certificate child care provider every year. Your inspection will be unannounced and will occur within 90 days from the issue date on your Residential Certificate. If a violation is observed during an inspection you have two choices:
  1. You may decide to correct the violation and a follow-up visit will be made to verify the correction; or
  2. You may decide NOT to correct the violation - in this case, no follow-up visit will be made. We are required to notify parents and food programs.
9. In addition, if the Department receives a complaint of child abuse, child neglect or serious violations in or around your home, then one or more unannounced inspections will be made by a state or law enforcement agency and you will be responsible to correct if substantiated. The Department will be especially concerned about any situation where a provider has many young children in the home, including the provider's own children. The limit of 8 children (only two under the age of 2) should be considered a maximum number of children. You should carefully evaluate the ages and circumstances of all children cared for prior to deciding how many children to accept.
10. If there are serious violations, the Department may impose sanctions, which could include money penalties or revoking the Residential Certificate. You will have an opportunity to challenge the Department's sanctions through a hearing.

#### **Program Standards for Residential Certificate Child Care Provider**

1. Full copies of the rules (R430-50), which set forth the standards you must follow as a residential certificate child care provider, are enclosed. The six major categories are:
  1. Owner Qualifications. (R430-50-5)
  2. Child Discipline. (R430-50-7)
  3. Records. (R430-50-8)
  4. Child Health and Medications. (R430-50-9)
  5. Fire, Safety and Sanitation. (R430-50-10)
  6. Transportation. (R430-50-11)
2. You may be able to obtain a variance from the Department if a rule standard creates an undue hardship. Contact your child care Licensing Specialist for more information.

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